

OCS DISTRIBUTION LIST OF REPORTS PREPARED FOR
THE OFFICE OF LOGISTICS

FREQUENCY LEGEND:

MM - Mid-month cutoff

ME - Month-end cutoff

SA - Semi-Annual

A - Annual

R - Request

Q - Quarterly

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
100	Document Control Exceptions Report	MM-ME	1	DSCB
101	Headquarters Error Read Outs	MM-ME	6	1-OCS 2-DSCB 3-CCDB
103	Location 904 Error Read Outs	MM-ME	3	1-OCS 2-CCDB
104	Location 914 Error Read Outs	MM-ME	3	1-OCS 2-CCDB
105	Headquarters Activity Register	ME	6	1-OCS (VM) 1-DSCB 4-CCDB
107	Location 904 Activity Register	ME	1	CCDB
108	Location 914 Activity Register	ME	1	CCDB
109	Demand and Issue Activity Register	ME	1	CCDB
110	Due In Activity Register	ME	3	1-DSCB 2-CCDB
111	Due Out Activity Register	ME	3	1-DSCB 2-CCDB
112	OE Demand & Issue Activity Register	ME	1	CCDB
113	Inventory Adjustment Report	R	1	CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
114	RIA Stock On Hand Revaluation	MM-ME	2	1-OCS 1-CCDB
115	RIA Property In Use Revaluation	MM-ME	2	1-OCS 1-CCDB
116	RIA Property On Loan to Others Revaluation	MM-ME	2	1-OCS 1-CCDB
117	Headquarters Consolidated Activity Register	SA	5	1-OCS (VM) 1-DSCB 3-CCDB
119	Location 904 Consolidated Activity Register	SA Jun - Dec	1	CCDB
120	Location 914 Consolidated Activity Register	SA Jun - Dec	1	CCDB
121	Location 904 Demand and Issue Activity Register	ME	1	CCDB
122	Allocation 05 Activity Register	ME	1	CCDB
200	Stock On Hand Status Report	ME	6	1-OCS (VM) 1-DSCB 4-CCDB
201	Property In Use Status Report	ME	3	1-OCS 1-CCDB 1-BSB GJ26 Hqs.
202	Property On Loan to Others Status Report	ME	2	1-OCS (VM) 1-CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
203	Property on Loan From Others Status Report	ME	2	1-OCS (VM) 1-CCDB
206	Location 904 Stock Status Report	ME	1	CCDB
207	Location 914 Stock Status Report	ME	1	CCDB
208	Condition 3 Stock Status Report	ME	4	2-CCDB 2-[] STA
209	Condition 5 Stock Status Report	ME	2	[] STA
212	Allocation 08 Stock Status Report	ME	2	1-CCDB 1-[] STA
213	ELINT Stock Status Report	ME	1	DDST 2F39 Hqs.
214	Allocation 23 Stock Status Report	ME	2	CCDB
215	COG Office M Stock Status Report	ME	2	1-Med 1D4065 Hqs. 1-Medical Technician [] STA

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
216	Allocation 91 Stock Status Report	ME	3	Security 4E49 Hq. STA
218	FBIS Allocated Stock Status Report	Q Mar - Jun Sep - Dec	7	FBIS <input type="text"/>
219	Commo Equipment Managers Stock Status Report	Q Mar - Jun Sep - Dec	2	CCDB
220	ORD Allocated Stock Status Report (DODAC)	ME Mar - Jun Sep - Dec	3	CCDB
221	MB/SOD Allocated Stock Status Report	ME	2	SOD/LOG GG-2701
222	Cognizant Office T/Allocation 61 Stock Status Report	ME	6	CCDB
223	Selected Property In Use Account CMR's	R	3	CCDB
224	Commo Limited Standard and Obsolete Stock Status Report	ME	1	CCDB
225	Obsolete Items Stock Status Report	ME	1	CCDB
STAT 226	<input type="checkbox"/> SOD Allocated Stock Status Report	ME	2	<input type="checkbox"/> SOD GG-2701 STA

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
228	TSD Condition 3 Stock Status Report	Q Mar - Jun Sep - Dec	4	CCDB
230	Allocation 09 Stock Status Report	Q Mar- Jun Sep - Dec	1	CCDB
231	No Issue Status Report	SA Jun- Dec	2	CCDB
232	Condition 7 Stock Status Report	ME	2	CCDB
233	Inventory Stratification Report	Q Mar- Jun Sep - Dec	4	CCDB
234	NSA Stock Status Report	SA Jun - Dec	3	CCDB
235	Allocation 10 Stock Status Report	ME	1	CCDB
236	Allocation 75 Stock Status Report	Q Mar- Jun Sep- Dec	2	CCDB

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
300	Receipts & Issues Report	MM-ME	4	1-Finance 1-OCS 1-DSCB 1-CCDB
301	Ledger Postings	MM-ME	2	1-Finance 1-OCS
302	Stock On Hand Acquisition Difference 4251	MM-ME	3	1-Finance 1-OCS 1-CCDB
303	Stock On Hand Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB
304	Property In use Acquisition Difference 4251	MM-ME	3	1-Finance 1-OCS 1-CCDB
305	Property In Use Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB
306	Property On Loan To Others Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
307	Monetary Value of Stock On Hand	ME	3	1-Finance 1-OCS 1-CCDB
308	Monetary Value of Property In Use	ME	3	1-Finance 1-OCS 1-CCDB
309	Monetary Value of Property On Loan To Others	ME	3	1-Finance 1-OCS 1-CCDB
310	Monetary Value of Property On Loan From Others	ME	3	1-Finance 1-OCS 1-CCDB
311	Fiscal Year Transaction Totals	A July	2	1-Finance 1-OCS
313	OCS Internal Balancing Report (Control Totals)	MM-ME	1	OCS
314	OCS Internal Balancing Report (Monthly Transaction Totals)	MM-ME	1	OCS

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
400	FIIN Nomenclature Catalog	ME	4	3-CCDB 1-DSCB
401	Alpha Nomenclature Catalog and/or Supplements	ME Jan - Feb Apr - May Jul - Aug Oct - Nov Mar - Jun Sep - Dec	4 12	3-CCDB 1-DSCB 11-CCDB 1-DSCB
405	SAC Letter Duplimats	ME	1	CCDB
406	Nomenclature 5x8 Cards	MM-ME	1	CCDB
407	Stock Number Changes, Deletions, and/or Consolidations Report	MM-ME	6	1- STAT 2-DSCB 3-CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
414	Deleted Nomenclature	S/A Mar - Sep	1	CCDB
415	CHG To/CONSOL WITH Nomenclature	S/A Mar - Sep	1	CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
500	Shortage Report for Replenishment Action	MM-ME	3	CCDB
502	Pre-Inventory Stock Status Report	R	1	CCDB
503	Inventory Count Slips (5x8's)	R	1	CCDB
504	Inventory Count Slip Register	R	1	CCDB
508	Price Duplimats	SA Mar - Sep	1	CCDB
509	Inventory of Property In Use Accounts	Q Mar - Jun Sep - Dec	2	1-CCDB 1-OCS (VM)
510	Obsolete Items Report	Q Mar - Jun Sep - Dec	3	1-CCDB 2- <input type="text"/> STA
511	Cost Accounts and Accounts Payable	ME-MM	1 Mag Tape	OCS

<u>Report No.</u>	<u>Report Title</u>	<u>Frequency</u>	<u>No. Copies</u>	<u>Distribution</u>
403	DLSC Cross Reference Stock Number to Manufacturers Part Number	ME	2	CCDB
404	DLSC Cross Reference Manufacturers Part Number to Stock Number	ME	2	CCDB
408	DLSC PREF and/or REPL Items Report	ME	2	CCDB
409	DLSC Descrepancies	R	1	CCDB
410	DLSC Transaction Errors	ME	1	CCDB
411	Reference No. - Stock No.	R	1	CCDB
412	Stock Number - Reference No.	R	1	CCDB
413	DLSC AUTODYN DATA Report	R	1	Handcarry or CCDB
416	Manufacturer Supply Code for Manufacturers (FSCM)	R	1	CCDB
417	Manufacturer Name Cross Reference to Federal Supply Code for Man- ufacturers (FSCM)	R	1	CCDB

FREQUENCY: ME - MONTH-END CUTOFF
A - ANNUAL
R - REQUEST

Control No.	Report Title	Type of Report	Copies Produced	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4	Frequency	Distribution	Processing	Source	Number	Preparing Component	Number of Reports	Manual Reports (man-hours)	Costs	Computer Reports (man-hours)	Costs	13
SSS 1	Program Call	5	1	6	1	2	No	OIPB	MEMO	SSS/ADMIN	3	189	1564.58	-	-	1
SSS 2	Office Estimates	5	3	8	1	2	No	OIPB	MEMO	SSS/ADMIN	-	90	58070	-	-	2
IPC 01	ADPE Inventory - Format C	5	1	2	2	1	Yes	EOP/BOB	CIR A-83	SSS/IPC	7	24	22560	-	-	3
IPC 02	Prog. EDPE Basis - Format C	5	1	2	2	1	Yes	do	do	do	7	4	3760	-	-	4
IPC 03	Actual EDPE Basis - Format C	5	1	2	2	1	Yes	do	do	do	7	4	3760	-	-	5
IPC 04	EDPE Utilization - Format D	5	1	2	2	1	Yes	do	do	do	7	4	3760	-	-	6
IPC 05	EDPE Acquisition History - Format E	5	1	2	2	1	Yes	do	do	do	7	4	3760	-	-	7
IPC 06	Maximize Cost Summary - Format F, G, H, I, J, K	5	1	2	1	1	Yes	do	do	do	7	8	7520	-	-	8
IPC 07	ADP Management	4	2	2	2	2	No	EOP/BOB	CIR A-79	do	7	48	45120	-	-	9
IPC 08	IHC Report	4	2	2	2	2	No	IHC/REF/ABD	-120/4	do	7	48	45120	-	-	10
RAB 1	Intel Records Protection Status Rpt.	4	1	2	1	2	No	GSA/NARS	FPM REG.	SSS/RAB	-	18	11306	-	-	11
RAB 2	Stand. Form. Rpt. - Summary of Rec. Holdings	4	1	2	1	2	No	GSA/NARS	FPM REG.	SSS/RAB	1	1	504	-	-	12
RAB 3	Budget and Program Call	4	3	3	1	2	No	OJAN/ORS	PARAMS	SSS/RAB	-	144	186824	-	-	13
RAB 4	Rec. Management Program Report	2	3	3	2	2	No	SSS/RAB/DDS	HR	SSS/RAB	-	146	125396	-	-	14
RAB 5	Rec. Mgmt. Board Report - Rec. Holdings	6	2	10	2	10	No	DDS	MEMO	SSS/RAB	5	400	45040	-	-	15
RAB 6	Form. Mgmt. Administration	2	4	4	12	4	Yes	SSS/RAB/DDS	HR	SSS/RAB	1	24	18732	-	-	16
RAB 7	Form. Mgmt. Board Report - Summary of Rec. Holdings	2	4	120	4	48	Yes	do	do	do	1	-	-	-	-	17
RAB 8	Form. Mgmt. OPI Report	2	4	4	4	53	Yes	do	do	do	1	-	-	-	-	18
RAB 9	Annual Reports Inventory to C/RAB	4	1	2	1	2	No	GSA/NARS	FPM REG.	do	3	5073	1748420	-	-	19
RAB 10	Records Mgmt. Conf. Report	2	3	3	2	2	No	SSS/RAB	MEMO	do	-	6	3744	-	-	20
ARC 1	Monthly Report	1	3	3	12	1	No	SSS/RAB	MEMO	SSS/ARC	3	11,162	502392	-	-	21
ARC 2	Six Month Activity Report	1	3	2	2	1	No	do	do	do	1	66	14310	-	-	22
ARC 3	Annual Report	1	3	12	1	8	No	do	do	do	1	130	31208	-	-	23
ARC 4	Record of Holdings	1	1	4	4	43	No	do	do	do	2	26,280	248528	-	-	24
ARC 5	Quarterly Report	1	1	12	4	8	-	do	do	do	1	84	12520	-	-	25
RAB 1	Key Control - Quarterly Jpl. Status Rpt.	1	1	2	4	2	No	?	?	SSS/PCRB	-	12	3990	-	-	26

OMS Components:

EXEC - Executive Staff
SUPPORT - Support Mission
MAG - Medical Action Groups
FMO - Field Medical Office
PS - Psychiatric Staff
SPAD - Selection Processing Mission.
NB - Nursing Branch, Clinical Med.
CD - Clinical Mission
LB - Laboratory Branch, Clinical Med.
IMB - Immunization Branch, Clinical
RB - Registration Branch, Support Med.

Report No.	Report Title	Type of Report	Copies Prepared	Frequency	Dissemination	ADP	Priority	Source	File Number	Approved by	Period	Manual Reports	Reports Costs	Computer Reports	Reports Costs
1	OMS-1 Weekly Activity Rpt.	7	2	5	52	1	No	DDS	AN/INT 65-7	OMS/EXEC	10	260	2688-	-	-
2	OMS-2 Highlights	7	3	4	1	1	No	DAS	MEMO 8/16/67	OMS/EXEC	-	18	218-	-	-
3	OMS-3 Weekly Activity Report	1	2	2	52	1	No	OMS	REG 15/6	OMS/SUPPORT	-	52	338-	-	-
4	OMS-4 MAB Activity Officer Rpt.	1	2	1	26	1	No	OMS/DIR	ORAL	OMS/MAG	7	4550	-	-	-
5	OMS-5 Monthly Field Medical Report	1	3	5	12	2	No	OMS/DIR	WRS 1/15/67	OMS/FMO	11	48	29200-	-	-
6	OMS-6 Physiatric Staff Statistical Rpt.	1	1	4	12	3	No	OMS/DIR	FORM 9	OMS/PS	-	48	19044	-	-
7	OMS-7 Rpt. Current Therapeutic & Int. Cases	1	2	4	52	3	No	OMS/DIR	?	OMS/PS	-	52	32396	-	-
8	OMS-8 Gtely Rpt.	1	2	3	4	2	No	OMS/DIR	?	OMS/PS	-	8	7004	-	-
9	OMS-9 Inspector Study Gtely Rpt.	1	2	3	4	2	No	OMS/DIR	?	OMS/PS	-	8	7004	-	-
10	OMS-10 Random Review of Appl. Files Appl. for Enpl.	1	2	3	4	2	No	OMS/DIR	?	OMS/PS	-	8	8584	-	-
11	OMS-11 SPD - MAB Statistical Rpt.	1	1	7	12	1	No	OMS/DIR	?	OMS/SPD	5	168	52952	-	-
12	OMS-12 NB-OMS - MAB Rpt.	1	1	1	12	1	No	OMS/CID	?	OMS/NIB	3	36	20172	-	-
13	OMS-13 LB/OMS - MAB Rpt.	1	1	1	12	1	No	OMS/CID	?	OMS/LIB	3	24	13764	-	-
14	OMS-14 ICB/OMS - MAB Rpt.	1	1	1	12	1	No	OMS/CID	FORM 9	OMS/IMB	1	12	48-	-	-
15	OMS-15 Monthly Rpt. - Phys. Requirements Off.	1	1	2	12	2	No	OMS/DIR	?	OMS/RB	1	24	72-	-	-
16	OMS-16 Program Plans	5	3	11	1	3	No	O/PPB	MEMO	OMS/SUPPORT	8	288	3130-	-	-
17	OMS-17 SDR Para - Alpha Med Codes/Office	3	4	1	4	1	Yes	OPER/OP	ORAL	OMS/SUPPORT	-	96	480-	-	20-17
18	OMS-18 SDR Para - Alpha Med Codes	3	4	1	4	1	Yes	OPER/OP	ORAL	do	-	76	480-	-	20-18
19	OMS-19 Alpha Listing of SDR Para.	3	4	2	4	2	Yes	do	do	do	-	192	960-	-	24-19
20	OMS-20 Ltg. Med. Section C.P.	17	4	-	12	1	Yes	OP/OPS	?	do	-	192	960-	-	20
21	OMS-21 BSR - OMS - Operational Only	1	3	7	4	8	No	OMS/DIR	?	OMS/SUPPORT	1	48	224-	-	21
22	OMS-22 Activity - Inspect. Fund	7	1	3	12	2	No	OF/OPS	?	OMS/SUPPORT	1	24	114-	-	22
23	OMS-23 Rpt. of Encumbrances	7	1	3	12	2	No	OF/OPS	?	OMS/SUPPORT	7	48	306-	-	23
24	OMS-24 Off. Est. - OMS	5	3	11	1	3	No	O/PPB	?	OMS/SUPPORT	3	194	1487-	-	24
25	OMS-25 Rpt. Activity - Medical Supply	7	1	5	12	2	No	OF/OPS	?	OMS/SUPPORT	-	12	72-	-	25
26	OMS-26 Consolidated Rpt. Alpha Med. & SDR Regmt.	7	2	3	2	1	No	IPC/DDS	MEMO 7/16/69	OMS/SUPPORT	-	6	42-	-	26
27	OMS-27 Rpt. OMS - Board Activities	1	2	1	4	1	No	OMS	REG 9/15/67	OMS/EXEC	7	8	84-	-	27

0115
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RPT #	DESCRIPTION	MACH	PLT #	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	RETENTION	PROJ	COM	RPT	SEQ #
800	PATB SCORING LIST	70008202		T-02	MED	P	143	1	ER					M5	21325				10 38660
801	STRONG SCORE LIST			T-03A	MED	P	143	1	ER					M5	21325				10 38260

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SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4

PLT #

RETENTION

PROJ

COM RPT

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H	M	H	M	SEQ #
976D	GSA DELETIONS-BADGE#	EAM PROC		OS	M	116	4					S5	26334					46840
977A	VNE ALPHA LISTING	EAM PROC		OS	M	143	4					S5	26334					46940
977B	VNE ALPHA/OFF EXPIRE	EAM PROC		OS	M	143	4					S5	26334					46960
977C	VNE BADGE NUMBER	EAM PROC		OS	M	143	4					S5	26334					46980
977D	VNE DELETIONS ALPHA	EAM PROC		OS	M	143	3					S5	26334					47000
977E	VNE DELETIONS BADGE#	EAM PROC		OS	M	143	3					S5	26334					47020

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S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	COM RPT	SEQ #
														PLT #	RETENTION
590B	SANCA Z NUMBER ACCT.		EP590D	PU	P	143	1	AT				S5	26056		00576
590C	SANCA STATISTICS RPT		EP590D	PU	P	143	1	AT				S5	26056		00578
949A	CREDENTIALS ALPHA	EAM PROC		OS	M	116	6					S5	26334		46080
949B	CRED FRMS ALPHA-OFF	EAM PROC		OS	M	116	4					S5	26334		46100
949C	CRED EXP F-FAA-CR-ID	EAM PROC		OS	M	116	4					S5	26334		46120
949D	CRED FRMS-FAA ALPHA	EAM PROC		OS	M	116	4					S5	26334		46140
949E	CREDENTIALS CRED #	EAM PROC		OS	M	116	6					S5	26334		46160
959A	C-P TEL BADGE ALPHA	EAM PROC		OS	M	116	5					S5	26334		46360
959B	C-P TELEPHONE BADGE#	EAM PROC		OS	M	116	4					S5	26334		46380
959C	C-P TEL DELS ALPHA	EAM PROC		OS	M	116	3					S5	26334		46400
959D	C-P TEL DELS BADGE #	EAM PROC		OS	M	116	3					S5	26334		46420
972	WATCHMAN POST CARDS	EAM PROC		OS	Q	CARD						S5	26334		46480
973A	VNE-WP CURR BAL FWD	EAM PROC			Q	116	1					S5	26334		46580
973B	VNE-WP ACCUM BAL FWD	EAM PROC			Q	116	1					S5	26334		46600
973C	VNE-WP ALPHA LISTING	EAM PROC			Q	143	4					S5	26334		46620
973D	VNE-WP ALPHA BY OFF	EAM PROC			Q	143	3					S5	26334		46640
973E	VNE-WP BADGE# LIST	EAM PROC			Q	143	3					S5	26334		46660
973F	VNE-WP EXPIRED BADGE	EAM PROC			Q	143	2					S5	26334		46680
975	BADGE ERROR LIST	CARD-TAP	S-04	SRB	M	143	1	GR				B5	26304		18540
975A	BADGE NO # SEQUENCE	70015400	S-07	***	M	116	3	GR				B5	26304	45	18600
975B	ALPHA NAME SEQUENCE	70015400	S-07	***	M	116	8	GR				B5	26304	45	18620
975C	STAFF BAD DEL BA SEQ	70015400	S-07	***	M	116	2	GR				B5	26304	10	18640
975D	STAFF BAD DEL ALPHA	70015400	S-07	***	M	116	2	GR				B5	26304	10	18660
975E	BADGE AREA-AREA CODE	70022700	S-13	***	Q	116	3	GR				B5	26304	30	18740
975F	CONTRACT-NON-AGY EMP	70022700	S-13	***	Q	116	3	GR				B5	26304	10	18760
975G	NON-AGENCY EMPLOYEES	70022700	S-13	***	Q	116	3	GR				B5	26304	10	18780
976A	GSA ALPHA LISTING	EAM PROC		OS	M	116	6					S5	26334		46780
976B	GSA BADGE NUMBER	EAM PROC		OS	M	116	6					S5	26334		46800
976C	GSA DELETIONS-ALPHA	EAM PROC		OS	M	116	4					S5	26334		46820

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S E C R E T

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PLT #

RETENTION

PROJ

COM RPT

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H	M	H	M	SEQ #
500A	SPECLE ERROR TRANS		EP500A	PU	P	143	1	RW				S5	26070					00260
500B	SPECLE TRANS LISTING		EP500B	PU	P	143	1	RW				S5	26070					00300
500C	SPECLE UPDATE ERRORS		EP500B	PU	P	143	1	RW				S5	26070					00320
500D	SPECLE REQUEST LIST		EP500C	PU	P	143	V	RW				S5	26070					00360
500E	SPECLE REQ ERR LIST		EP500C	PU	P	143	1	RW				S5	26070					00380
550A	SCRAMBLE 3X5 CARDS		EP550A	PU	R	3X5	1	ST				S5	26025					16140
580A	CASES IN PROCESS		EP580C	PU	P	143	V	GF				S5	26027					00720
580B	CASES CLOSED /MONTH		EP580C	PU	P	143	V	GF				S5	26027					00740
580C	MISC STATISTICS		EP580C	PU	P	143	V	GF				S5	26027					00760
580D	OV/COV CASES OPENED		EP580C	PU	P	143	V	GF				S5	26027					00780
580E	CASES PENDING		EP580D	PU	P	143	V	GF				S5	26027					00820
580F	CAPER ERROR LIST		EP580D	PU	P	143	V	GF				S3	26027					00840
580G	TIME FACT/CLOSED/CAS		EP580D	PU	P	143	V	GF				S5	26027					00860
580H	PROC/TIME CLOSED/CAS		EP580D	PU	P	143	V	GF				S5	26027					00880
580I	TYPE-4 CLOSINGS		EP580D	PU	P	CARD		GF				S5	26027					00900
580J	OV CASES CLOSED		EP580D	PU	P	143	V	GF				S5	26027					00920
580K	DEF/STATUS CASES		EP580F	PU	P	143	V	GF				S5	26027					01560
580L	STAT IN APPRASIAL 1		EP580H	PU	P	143	V	GF				S5	26027					01040
580M	STAT IN INVEST 1		EP580H	PU	P	143	V	GF				S5	26027					01060
580N	STAT PRELIM REVIEW 1		EP580H	PU	P	143	V	GF				S5	26027					01080
580P	STAT IN SECURITY/REP		EP580H	PU	P	143	V	GF				S5	26027					01100
580Q	STAT IN APPRASIAL 1		EP580H	PU	P	143	V	GF				S5	26027					01120
580R	STAT IN INVEST 1		EP580H	PU	P	143	V	GF				S5	26027					01140
580S	STAT PRELIM REVIEW 1		EP580H	PU	P	143	V	GF				S5	26027					01160
580T	STAT IN SECURITY/REP		EP580H	PU	P	143	V	GF				S5	26027					01180
580U	STATUS IN INVEST		EP580H	PU	P	143	V	GF				S5	26027					01760
590A	SANCA UPDATED 3X5		EP590C	PU	P	3X5	1	AT				S5	26056					00572

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4

S E C R E T

Security

AT&S - Administration & Training Staff
SR&CD - Security Records & Communications Division
PSD - Physical Security Division

[Redacted]

STAT

OP - Operations Branch
SS - Security Staff

[Redacted]

STAT

ARB - Advanced Requirements Branch
TD - Technical Division
EOP - Executive Office of the President
PRSD - Personnel Security Branch
EPD - Executive & Planning Division
SRS - Security Research Staff
IPB - Information Processing Branch

[Redacted]

STAT

EX - Executive Staff
IOS - Security for Intelligence Operations Support
SAFEHOUSE - Safehouse Manager

Office of Security

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Leader Report	Manual Members	Reports Cost	Computer Members	Reports Cost	Control No.
05-001	Monthly Personnel Report	1	3	8	12	3	NO AT&S	-	AT&S	-	24	92.40	-	-	1
05-002	Personnel Positions & Replacement Masters	1	4	14	4	7	NO AT&S	-	do	-	8	44.48	-	-	2
05-003	Midcareer Status Report	1	1	1	1	1	NO Personnel	-	do	-	16	126.32	-	-	3
05-004	Status of Funds	1	1	10	12	6	NO OS	-	do	-	135	1443.00	-	-	4
05-005	Operating Program (Funder)	5	3	10	1	2	OPPB	-	ALH	-	436	3544.00	-	-	5
05-006	Congressional Budget Submission	5	3	7	1	2	OPPB	-	AT&S	Various	116	816.00	-	-	6
05-007	Office Estimates	STAT 5	3	10	1	2	OPPB	-	do	Various	304	2250.00	-	-	7
05-008	Weekly Personnel Rpt.	1	3	8	52	3	NO AT&S	-	do	-	208	1105.46	-	-	8
05-009	Report of Activities	STAT 1	2	3	4	2	NO OS	-	-	-	48	268.64	-	STAT	9
05-010	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	10
05-011	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	11
05-012	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	12
05-013	Report of Activities	STAT 1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	13
05-014	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	268.64	-	-	14
05-015	Report of Activities	STAT 1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	15
05-016	Report of Activities	STAT 1	2	3	4	2	NO do	-	-	-	48	268.64	-	-	16
05-017	Report of Activities Proj.	1	2	3	4	2	NO do	-	-	-	48	414.24	-	-	17
05-018	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	18
05-019	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	414.24	-	-	19
05-020	Report of Activities	1	2	3	4	2	NO do	-	-	-	48	308.32	-	-	20
05-021	Monthly Rpt. of Liaison Dealing Sec. Files	1	1	6	12	1	NO OS	1/28/68 DIR 68-1	SR&D	-	24	75.60	-	-	21
05-022	Monthly Rpt. of Liaison Security Files	1	1	3	12	1	NO do	1/28/68 Vol. 58-7	do	1	324	1020.60	-	-	22
05-023	Cover Analysis Br. Updy. Rpt.	1	1	3	1	1	NO do	MEMO 1/16/62	do	1	24	271.92	-	-	24
05-024	Compartmented Info Br. Monthly Rpt.	3	1	2	12	1	NO DDCI	NOT 58-7	do	1	4	16.80	-	-	25
05-025	Analysis Br. Monthly Statistical Status Rpt.	1	1	3	12	1	NO OS	NOT 58-7	do	1	4	16.80	-	-	26
05-026	Monthly Statistical Rpt. - Records Branch	1	1	4	12	1	NO do	do	do	1	5	28.32	-	-	27
05-027	Weekly Statistical Rpt. - Records Branch	1	1	3	52	1	NO do	do	do	1	16	82.16	-	-	28
05-028	Records Branch Updy. Statistical Rpt.	1	1	3	1	1	NO do	do	do	1	8	42.91	-	-	29
05-029	Daily Prod. Rpt. - Computer Support Section	1	1	1	252	1	NO do	do	do	1	50	325.08	-	-	30
05-030	Daily Rpt. of Liaison Section Activity	1	1	1	252	1	NO do	do	do	-	50	199.08	-	-	31
05-031	Daily Rpt. of Liaison Section Activity	1	1	1	252	1	NO do	do	do	-	25	131.04	-	-	32
05-032	Daily Case Statistical Rpt.	1	1	5	252	1	NO do	do	do	1	76	2381.40	-	-	33
05-033	Regional Security Sup. Staff Rpt. of Activities	1	2	4	2	2	NO OS	-	-	-	48	414.24	-	STAT	34
05-034	Regional Security Sup. Staff Rpt. of Activities	1	2	4	2	2	NO OS	-	-	-	48	414.24	-	-	35
05-035	Regional Security Sup. Staff Rpt. of Activities	1	1	4	12	2	NO OS	-	-	-	48	414.24	-	-	36

Office of Security

Control No	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Source	Date Number	Preparing Component	Index Report	Manuals Members	Reports Cost	Computer Reports Members	Reports Cost		
05-036	Install. of Automatic Conf. Room & Control Room Chnl	3	1	4	1	2	NO	DDP/SSM	-	IPS	-	17	136.14	-	-	1
05-037	Special to OS/Sec 7D Proj.	3	2	6	2	2	NO	-	-	do	-	44	358.28	-	-	2
05-038	NATO, SEATO, COMATO Annual Inventory	1	2	5	1	3	NO	QA/CLASS CONTROL OFFICER	OP	1	12	67.16	-	-	-	3
05-039	Rpt. to DDS	1	3	8	1	4	NO	NMS	SS	-	572	3680.52	-	-	-	4
05-040	Grdly. Rpt. to Secretary of Labor	4	3	10	4	5	NO	Sec LABOR	CFR-TITLE 29	SS	5	28	173.00	-	-	5
05-041	Budget & Manpower Section - ITD Adv. Ad. Insp. Rpt.	1	2	2	1	-	NO	OS	ITC	-	2	19.18	-	-	-	6
05-042	Contractor Inspection Rpt.	7	-	1	2	2	NO	OL	ARB	-	6	51.60	-	-	-	7
05-043	TSEC Annual Rpt.	1	2	6	1	2	NO	OS	-	TD	5	13	89.24	-	-	8
05-044	Status Rpt. of Auto Sec. Programs to DDP/SSM	3	1	6	2	2	NO	DDP/SSM	-	IPS	-	24	186.08	-	-	9
05-045	Secure Room Installations	4	3	15	1	12	NO	EOP	LTR 10/2/63	TD	-	228	1695.40	-	-	10
05-046	Security Safety - TO Rpt. to the President	4	3	8	1	5	NO	EOP	-	SS	-	156	1321.16	-	-	11
05-047	DDS Rpt. on Security Violations	1	1	20	12	4	NO	OS	-	OP	1	120	446.08	-	-	12
05-048	Special Statistical Rpt.	1	1	7	12	3	NO	OS	-	PRD	1	24	166.08	-	-	13
05-049	Biographic Statistical Rpt.	1	3	4	4	1	NO	OS	-	FIELD	-	44	294.80	-	-	14
05-050	Imported Info Br. Rpt. Rpt.	3	1	2	1	1	NO	DDC/1	MEMO 7/14/62	SRCH	1	1	377	-	-	15
05-051	SEC Clinical Activities Rpt.	1	1	1	52	1	NO	OS	-	SRCH	7	156	453.92	-	-	16
05-052	Items for Possible Motion to DDS w/very Staff Mtg.	1	2	2	52	1	NO	OS	-	EPD	-	17	122.20	-	-	17
05-053	Cost Analysis	1	1	3	1	3	NO	do	-	do	1	51	434.19	-	-	18
05-054	SEC Oper. Activities Rpt. (wkly)	1	3	52	52	1	NO	do	-	SRS	22	174	4137.41	-	-	19
05-055	Rpt. to Ab. or Boudingup/Intercepting Capability	4	2	5	1	3	NO	ATT GEN.	MEMO 7/14/62	EPD	2	6	41.71	-	-	20
05-056	ADP Mgmt. Info. Rpt.	7	1	4	2	3	NO	NMS/IPC	RAA-A-23	IPS	-	2	471.93	-	-	21
05-057	Consolidated Rpt. on Info Handling ADP Mgmt.	7	2	3	2	1	NO	NMS/IPC	RAA-A-79	?	4	128	802.34	-	-	22
05-058	NAC Disposition Rpt.	1	1	3	2	1	NO	OS	-	SAC/REF	-	8	74.00	-	-	23
05-059	Post Office Box & Line Address Inventory	1	1	3	1	1	NO	do	-	do	-	21	86.00	-	-	24
05-060	OS Statistical Rpt.	1	1	2	12	7	NO	OS	-	EPD	17	3360	16362.56	-	-	25
05-061	Programs Call	5	2	10	1	1	NO	OPPB	-	EX	11	113	926.79	-	-	26
05-062	Wkly. Division Rpt. of Significant Activities	7	2	13	52	8	NO	OL	-	EPD	18	9308	15623.04	-	-	27
05-063	IOS Hdr. Consolidated Status of Conditions - Rpt. Rpt.	1	1	1	1	2	NO	OS	-	LOS	12	10	54.72	-	-	28
05-064	Weekly Name Check Rpt.	1	1	3	12	1	NO	OS	-	-	-	240	784.96	-	-	29
05-065	Rpt. of Records Holdings	7	1	3	1	1	NO	NMS/SS/RAA	-	EPD	8	161	1157.37	-	-	30
05-066	Field Assignment Record	1	1	5	12	2	NO	OS	-	LOS	9	12	2414.16	-	-	31
05-067	Measure Taken to Enhance Native Contributions to Posture	4	2	35	1	30	NO	NMS/IB	12/15/69	EPD	8	149	1027.11	-	-	32
05-068	Rpt. to President Foreign Advisory Board	1	2	8	1	1	NO	NMS/PLAN	-	EPD	8	231	2549.21	-	-	33
05-069	Significant Accomplishments	1	2	2	1	1	NO	OS	-	EPD	8	419	3358.49	-	-	34
05-070	Meta Vehicle Operations Maintenance Record	7	1	4	1	2	NO	OL	-	-	4	13	82.85	-	-	35

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	Processing	Authority	Cite Number	Preparing Component	Feder Report	Manual Reviewed	Reports Cost	Comptrol Reports Manhours	Reports Cost
05-071	Foreign Language Development Programs	7	1	1	1	No	OTR	HR	AT+S	-	10	23.42	-	STAT
05-072	Safehouse Charge Report	7	1	1	2	No	OK	-	SAFEHOUSE	-	6	47.76	-	-
05-073	Review of Motor Vehicle Registrations	7	1	3	1	No	ANDIT	-	AT+S	-	3	19.38	-	-
05-074	Special Agents Training Course Rpt.	7	2	3	1	No	OTR	-	AT+S	-	6	49.84	-	-
05-075	Physical Security Course Rpt.	7	2	3	1	No	OTR	-	AT+S	-	6	49.84	-	-
05-076	IS Senior Agents Seminar Rpt.	7	2	3	1	No	OTR	-	AT+S	-	6	49.84	-	-
05-077	Security Officers Field Course Rpt.	7	2	3	1	No	OTR	-	AT+S	-	6	49.84	-	-
05-078	Clerical Vacancy Rpt.	7	2	2	12	No	OP	-	AT+S	-	6	49.84	-	-
05-079	Rpt. on Trng Statistics for OTR	7	1	2	1	No	OTR	-	ITC	-	12	93.20	-	-
05-080	Special Clearance - Reg. by Organization	4	4	Univ	12	yes	DEP DEF	Memo 4/1/62	OCS	3	1040	1310400	-	1790100
05-081	Special Clearance (SPAC) - Reg. by Name	4	4	Univ	12	yes	do	do	do	3	1040	1310400	-	1790100
05-082	CAPER - Report #1 - Cases in Process	8	1	-	26	yes	-	HR	do	1	-	35010	-	408
05-083	CAPER - #20 Status Rpt./Proc. Cases (Pending)	8	1	-	26	yes	-	do	do	1	-	35010	-	408
05-084	CAPER - #20 Status Rpt./Proc. Cases (Pending)	8	1	-	26	yes	-	do	do	1	-	35010	-	408
05-085	CAPER - #20 Status Rpt./Proc. Cases (Pending)	8	1	-	26	yes	-	do	do	1	-	35010	-	408
05-086	CAPER - #20 Status Rpt./Proc. Cases (Pending)	8	1	-	26	yes	-	do	do	1	-	35010	-	408
05-087	" " #26 - Misc. Statistics	8	1	-	26	yes	-	do	do	1	-	35010	-	408
05-088	" " List D - Status/Proc. Cases in Proc. in ASISD	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-089	" " List B - Status/Proc. Cases in Proc. in ID	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-090	" " List C - Deferred Status Cases	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-091	" " List D - Status/Proc. Cases in Proc. in Public Bureau	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-092	" " List E - Status/Proc. Cases in Proc. in SE & CO	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-093	" " List F - Status of Other Cases in Appraisal Bureau	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-094	" " List H - Status of Other Cases in Bureau in ID	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-095	" " List H - Status of Other Cases in Bureau in Public Bureau	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-096	" " List I - " " " " " " in SE & CO	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-097	" " List J - " " " " " " in SE & CO	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-098	" " List K - Travel & Semi-Grant Cases (during months)	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-099	" " List L - Grant & Semi-Grant Cases (during months)	8	4	-	26	yes	-	do	do	1	-	35010	-	408
05-100	Credentialed by Alpha	8	4	6	12	yes	-	do	do	1	-	35010	-	408
05-101	Credentialed by Alpha	8	4	4	12	yes	-	do	do	1	-	35010	-	408
05-102	Credentialed by Alpha	8	4	4	12	yes	-	do	do	1	-	35010	-	408
05-103	Credentialed by Alpha	8	4	4	12	yes	-	do	do	1	-	35010	-	408
05-104	Credentialed by Alpha	8	4	4	12	yes	-	do	do	1	-	35010	-	408

Office of Security

Control No.	Report Title	Type of Report	Number prepared	Frequency	Distribution	ADP Accessing	Authenticity		Preparing Component	Foster Report	Manuals	Reports Cost	Computer Manuals	Reports Cost	
							Source	Cite Number							
05-105	CAP Telephone Badge by Alpha	8	4	5	12	5	yes	HR	005	1	-	384	-	1828	1
05-106	CAP Telephone Relations by Alpha	8	4	3	12	2	yes	do	do	1	-	384	-	1728	2
05-107	CAP Telephone Relations by Badge No.	8	4	3	12	2	yes	do	do	1	-	384	-	1728	3
05-108	Visitor No. escort/Whitehouse Post by Alpha	8	4	4	4	3	yes	do	do	1	-	900.00	-	74.88	4
05-109	Visitor No. escort/Whitehouse Post Alpha by office	8	4	3	4	3	yes	do	do	1	-	900.00	-	61.92	5
05-110	Visitor No. escort/Whitehouse Post by Badge No.	8	4	3	4	3	yes	do	do	1	-	900.00	-	56.16	6
05-111	Visitor No. escort/Expend Badge	8	4	2	4	1	yes	do	do	1	-	900.00	-	48	7
05-112	Staff Badge Number Sequence	8	4	3	12	3	yes	do	do	1	-	102.96	-	1038.96	8
05-113	Staff Badge by Name Sequence	8	4	8	12	8	yes	do	do	1	-	102.96	-	2635.20	9
05-114	Staff Badge Relations by Badge Sequence	8	4	2	12	2	yes	do	do	1	-	102.96	-	54.72	10
05-115	Staff Badge Relations by Alpha	8	4	2	12	2	yes	do	do	1	-	102.96	-	38.08	11
05-116	Staff Badge Area by Area Code	8	4	3	4	8	yes	do	do	1	-	102.96	-	271.04	12
05-117	Contract and Mail Agency Employees	8	4	3	4	3	yes	do	do	1	-	102.96	-	1980	13
05-118	Non Agency Employees	8	4	3	4	2	yes	do	do	1	-	102.96	-	936	14
05-119	USA Alpha Listing	8	4	6	12	6	yes	do	do	1	-	1500	-	15120	15
05-120	USA by Badge Number	8	4	6	12	4	yes	do	do	1	-	1500	-	15120	16
05-121	USA Relations by Alpha	8	4	4	12	2	yes	do	do	1	-	1500	-	11520	17
05-122	USA Relations by Badge Sequence	8	4	4	12	2	yes	do	do	1	-	1500	-	11520	18
05-123	Visitor No. escort Alpha Office Operations	8	4	4	12	3	yes	do	do	1	-	36.00	-	48.96	19
05-124	Visitor No. escort Alpha Office Operations	8	4	4	12	2	yes	do	do	1	-	36.00	-	73.44	20
05-125	Visitor No. escort by Badge No.	8	4	4	12	3	yes	do	do	1	-	36.00	-	48.96	21
05-126	Visitor No. escort Relations by Alpha	8	4	3	12	2	yes	do	do	1	-	36.00	-	110.16	22
05-127	Visitor No. escort Relations by Badge No.	8	4	3	12	2	yes	do	do	1	-	36.00	-	110.16	23
05-128	CAP Telephone by Badge No.	8	4	4	12	3	yes	do	do	1	-	384	-	1620	24

Office of Finance

PPS - Policy and Planning Staff
(S+AS)AD - Accounts Division
• ACS - Accounts Control Section
AD - Accounts Division
FRS - Financial Reports Section
PAS - Property Accounts Section
C+L - Certification & Liaison Division
C+TD - Compensation & Tax Division
PSB - Payroll Support Branch
ICAD - Industrial Contract Audit Division
MD - Monetary Division
OCS - Office of Computer Services
PS+A - Proprietary Systems and Accounts Div.
SS - Support Staff
PI - Proprietary Instrumentality

Report No.	REPORT TITLE	Type of Report	Copies Prepared	Frequency	distribution	ADP Processing	Authenticity Source	Cite Number	Preparing Component	Feeders Reports	MANUAL	REPORTS	Computer	Reports
1 OF-001	Program Plans - 5 yrd	4	3	5	1	2	No OMB	-	ALL	-	148	1568.11	-	-
2 OF-002	Ann. Mgmt. Impromptu Rpt.	4	3	22	1	17	No BOB	Bul. 7A-13	PPS	-	144	1144.87	-	-
3 OF-003	Significant Accomplishments	6	2	12	1	15	No DNS	DDS 45-4017	PPS	-	176	3048.51	-	-
4 OF-004	Rpt. Records Destroyed	1	1	2	4	2	No OF	OFI-52*	AGL	-	26	352.06	-	-
5 OF-005	Annual Inv. of Records - F-138	2	1	2	1	1	No DDA/SS/AN	do	do	-	127	656.93	-	-
6 OF-006	Weekly Act. Rpt. - DDS	6	1	5	52	1	No DNS	-	do	-	468	2920.24	-	-
7 OF-007	Sold. Supply. DCI Certif. for Expend.	3	1	3	4	3	No DCI	Pl. 110	S+AS	1	256	1210.22	-	-
8 OF-008	SF-1034- DCI Expend. Certif.	3	1	3	4	2	No do	do	do	1	1	280	-	-
9 OF-009	Bal. of Paymt. Rpt.	5	1	2	4	2	No OPPB	Bul. A-34	Co	1	52	256.84	-	-
10 OF-010	Status of Funds - Other Govt. Agencies	1	1	8	12	4	No OF	OFI 9.5	do	2	348	1626.36	-	-
11 OF-011	Construction Rpt.	4	1	2	12	2	No TREAS	TL 1836.49	do	-	1	552	-	-
12 OF-012	Status of Apprs. (Agency)	4	1	3	12	3	No BOB	Co A-34	do	1	72	467.28	-	-
13 OF-013	Status of Apprs. (Other Govt. Agencies)	4	1	3	4	3	No do	do	do	1	1	36.84	-	-
14 OF-014	"E" Recd. Adv. - Other Govt. Agencies	5	1	3	12	3	No OPPB	-	do	1	12	65.28	-	-
15 OF-015	Fin. Rpt.	1	1	3	4	2	No OF	-	do	1	16	68.12	-	-
16 OF-016	Adv. Other Govt. App. Exp. + Unexp.	1	1	5	4	4	No OF	OFI 2.5	do	1	92	578.52	-	-
17 OF-017	Status of CIA Constr. Apprs.	4	1	4	4	4	No GSA	HR	do	3	72	474.36	-	STAT
18 OF-018	Rpt. on Budget Status - Construction	4	1	2	4	2	No BOB	Co A-34	do	-	4	5.40	-	-
19 OF-019	Stat. of Transac. - Constr. - SF-224 *	4	1	2	12	2	No TREAS	Co 945	Co	1	2	1680	-	-
20 OF-020	Stat. of Transac. - SF-224	4	1	3	12	3	No BOB	Co A-11	ACS	3	180	240.44	-	-
21 OF-021	Status of Oper. Loans	1	3	4	1	2	No OF	OFI 122	S+AS	2	71	119.22	-	-
22 OF-022	Status of Loans - RDC	4	1	5	12	2	No DEPT/ARMY	-	S+AS	2	72	408.40	-	-
23 OF-023	Status of Loans - RDC - Supply Subsidies	4	1	5	4	2	No do	-	S+AS	2	136	793.32	-	-
24 OF-024	Assignment of Apprs. - 2nd Cdr. - F-60-R 2108	4	1	4	1	3	No TREAS	Cir 945	S+AS	2	1	2.28	-	-
25 OF-025	Annual Briefing - DDS	6	3	3	1	1	No NNS	-	AD	-	30	270.60	-	-
26 OF-026	Rpt. of Representation + Oper. Construction Exp.	3	1	4	1	4	No ANAP	CS-1-20-16	FRS	-	100	524.48	300	1521.00
27 OF-027	Shipping/Insurance Sold by CS/FOB	3	1	7	4	3	No ?	Comp 15.55	FRS	-	8	30.04	-	-
28 OF-028	Rpt. of Insurance - Rpt. Prop.	5	1	4	1	4	No OPPB	Trans 6/4/63	PAS	-	256	1312.32	-	-
29 OF-029	Fin. Rpt. - FI + FIH - EPA Stations	7	1	2	2	2	No OL	Memor 7/2/61	PAS	-	5	45.42	-	-
30 OF-030	Activity Rpt.	1	1	2	12	2	No OF	-	S+AS	3	12	58.92	-	-
31 OF-031	Agency Financial Rpt. **	2	3	18	1	16	No OF	HR	S+AS	2	101	6996.42	-	STAT
32 OF-032	Delinquent Advances	1	1	1	12	1	No OF	-	S+AS	-	1856	10937.16	-	-
33 OF-033	Status of Uniq. Adv. - "A" Act.	1	3	3	1	2	No OF	OFI 4.5	S+AS	2	131	861.95	-	-
34 OF-034	Stat. of Fin. Position - CEAF	2	1	1	1	1	No HR	-	S+AS	-	34	213.30	-	STAT

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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	APP	Source	Authenticity	Preparing Component	Index Reported	Manual Man-hours	Reported Costs	Computer Man-hours	Reported Cost
1	Activity Rpt.	1	1	3	12	1	No	OF	-	do	-	-	-	-
2	Special Closure/Problemal	1	2	4	12	1	No	OF	-	do	-	240	1240.68	-
3	Delinquent Advances	1	1	5	12	1	No	do	-	do	-	-	-	-
4	Status of Shortage Cases	1	1	3	12	1	No	do	-	do	-	7	31.44	-
5	Statistical Sampling of Truckers	6	1	5	12	1	No	NARS	-	do	-	12	52.80	-
6	Survey of Loans Settled by COS's	1	1	5	4	1	No	OF	OFI 55	do	-	4	36.36	-
7	Bonding Rpt.	1	1	2	2	1	No	OF	-	do	-	4	14.00	-
8	Contractment Truckers	6	1	8	2	1	No	NARS	-	do	-	8	40.12	-
9	PL-88-588 - Personal Exp. Assets	2	1	7	1	1	No	NARS	PL 88-588	do	-	36	213.48	-
10	Contractment Truckers	2	3	7	1	1	No	OF	HMB	do	-	12	47.94	-
11	Rpt. Shortage of Measures of Loans	5	3	16	1	1	No	OPPB	-	do	-	3	15.67	-
12	Class of Classified Material in the Spec. Dev.	1	2	4	1	1	No	OF	-	do	-	120	1467.63	-
13	Significant Acquisition - Admin. Trsl.	6	2	8	1	1	No	NARS	-	do	-	1	2.21	-
14	Activity Rpt.	1	1	3	12	1	No	OF	-	do	-	-	-	-
15	CARDS Desk - Ind. Bal.	1	1	5	12	1	No	OF	OFI-131	do	-	96	1017.60	-
16	Processing - Return Cases to CSC	1	1	4	12	2	No	OF	-	PSB	-	12	36.00	-
17	CARDS Trial Balance	1	1	6	4	3	No	OF	OFI-131	do	-	60	228.00	-
18	Balance of Payments	5	1	4	4	2	No	OPPB	1463	PSB	-	16	96.00	-
19	FEBLI - Regular & Optional	7	1	3	4	1	No	OF	1964	PSB	-	8	30.40	-
20	Survey of Office Internal Control, July Sept. - Fin. Control	1	1	1	2	1	No	OF	1967	do	-	12	38.01	-
21	Consolidated Sub Campaign Report Reductions	7	1	3	1	1	No	OF	-	do	-	4	19.26	-
22	Survey of Office Internal Control, July Sept. - Fin. Control	2	3	6	Irregular	2	No	OF	HR	ICAD	-	1	2.15	-
23	Analysis of Cost Proposal	2	3	6	Periodic	2	No	do	do	do	-	16.8	965.16	-
24	Contract Credits	2	3	6	Periodic	2	No	do	do	do	-	1080	5076.00	-
25	Statistical Report Reductions of NARS	1	1	4	12	1	No	OF	-	do	-	472	26227.11	-
26	Cost of Individual Exp. Allocation Rates	1	3	6	Periodic	2	No	do	HR	do	-	48	359.76	-
27	Review of Individual Exp. Allocation Rates	1	3	6	Periodic	2	No	do	do	do	-	216	1371.24	-
28	Cost Schedules	1	1	20	2	12	No	do	-	do	-	472	2615.06	-
29	Transportation - Hours Expended	1	1	1	2	1	No	do	-	do	-	408	2334.56	-
30	Annual Budgeting - DDS	6	2	-	1	-	No	NARS	-	do	-	16	101.70	-
31	ICAD Prov. & Location Listing	1	1	10	4	10	No	OF	-	do	-	10	117.40	-
32	Parking Rpt. - Register F2749	1	1	3	12	2	No	OF	-	do	-	4	15.56	-
33	Check Processed from	1	1	6	12	3	No	OF	-	do	-	12	39.00	-
34	Cost Balance Rpt. - Field Stations	1	1	-	-	-	No	do	-	do	-	96	46.68	-
35	Cost Bal. Rpt. - Field Stations	1	1	4	1	1	No	do	-	do	-	96	373.44	-

Office of Finance

Control No.	Report Title	STAT	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Source	Authority	Letter Number	Preparing Component	Under Reports	Manual	Reports	Computer	Reports
OF-070	Cash Bal. Rpt. - Field Stations	1	1	1	1	1	No	OF	-	-	MD	-	80	31120	-	1
OF-071	Overseas Inventory	1	1	1	4	1	No	do	-	-	do	-	24	9336	-	2
OF-072	Rep. for State Training Bk. Station Related Ops. & Dev.	1	2	7	4	3	No	do	FOOP-30325	PPS	-	-	16	8948	-	3
OF-073	Activity Rpt.	1	3	1	6	1	No	do	-	-	do	-	30	311368	-	4
OF-074	Accomplishments in the U.S. - Report of ADP	7	2	3	2	1	No	DRS/SSS	20B-03-79	do	-	3	14	10818	-	5
OF-075	ADP Report of the Sup. Rpt.	7	1	8	2	4	No	do	BOE-03-53	do	-	1	4	2974	-	6
OF-076	Investigator Rep. for Unemployment Compensation of Pay	7	3	2	-	1	No	DRS	HR	do	-	1	5050	3550554	-	7
OF-077	Briefings - DDS	6	3	-	1	-	No	do	-	-	do	-	18	20812	-	8
OF-078	CIA/DDS Proj. of Activity & Budget Est.	5	3	13	1	7	No	OPPB	-	-	do	2	84	7644	-	9
OF-079	Retrospective Study of CIPERS	5	3	-	-	-	No	?	PL 88-643	ACS	-	-	16	22464	-	10
OF-080	CIA/DDS Policy Committee (Acronyms & Problems)	6	3	15	1	8	No	NIS	70-0371	PPS	-	-	19	16859	-	11
OF-081	Excess Rpt. Station / G.L. Assets F-2316	1	3	232	12	1	No	OF	FDOP-30325	do	-	-	1380	604440	-	12
OF-082	Stat. as to Subsequent Action List - F-2321	4	3	12	12	6	No	TREAS	-	-	do	-	36	22212	-	13
OF-083	Inventory of Assets & Branches - Monetary Div.	1	3	7	4	3	No	OF	Prima 1/1/57	do	-	-	288	237976	-	14
OF-084	Notes of Assets Resulting from Sup. Proj. Sup.	4	1	7	1	2	No	OPPB	-	-	BS+A	-	38	37626	-	15
OF-085	Sup. Proj. Assets - Rep. for Sup. Proj. Rpt.	1	3	4	1	1	No	OF	-	-	BS+A	3	14	10263	-	16
OF-086	Activity Rpt.	1	1	6	12	2	No	OF	-	-	do	-	156	77640	-	17
OF-087	Stat. Rpt. for Sup. Proj. Rpt.	1	1	6	2	3	No	OF	-	-	do	-	122	165232	-	18
OF-088	Notes - DDS Briefing	1	3	6	1	1	No	do	-	-	do	-	8	6022	-	19
OF-089	STAT	1	2	5	4	2	No	do	-	-	do	1	228	199244	-	20
OF-090	Notice of Dealing - Assets	6	2	2	12	1	No	SSA/DDS	-	-	do	-	10	9840	-	21
OF-091	Rep. to Congress on the Progress of Stat.	1	1	2	12/4	1	No	OF	-	-	do	-	64	36000	-	22
OF-092	Analysis - Stat	6	3	6	4	2	No	SSA/DDS	-	-	do	1	28	39204	-	23
OF-093	Stat. Rpt.	6	1	5	4	2	No	do	-	-	do	-	108	92940	-	24
OF-094	Rep. of Dealing on Third	1	2	1	52	-	No	OF	-	-	do	-	52	38636	-	25
OF-095	EAA Developments	1	2	2	Occasionally	1	No	OF	-	-	do	-	12	12846	-	26
OF-096	STAT	1	2	2	4	1	No	OF	OEI-134	do	-	-	4	155184	-	27
OF-097	STAT	1	1	2	1	1	No	OF	OPI-134	do	-	-	6	258004	-	28
OF-098	Congressional Budget	5	3	10	1	3	No	OPPB	-	-	SS	-	34	20143	-	29
OF-099	Budgetary Analysis - OF	1	1	2	12	2	No	OF	HR	do	-	1	72	44436	-	30
OF-100	Space Utilization Survey	7	1	2	4	2	No	OL	-	-	do	1	5	3296	-	31
OF-101	Transportation & Personnel Substation List	3	1	2	1	2	No	WII/CERS	-	-	do	-	1	834	-	32
OF-102	Conf. Valid Oblig. - Current & Y	1	2	3	1	2	No	OF	-	-	do	-	1	393	-	33
OF-103	Lapsed Oblig.	1	2	3	1	2	No	OF	-	-	do	-	1	383	-	34
OF-104	FAN Act. Programming Level	3	1	3	1	2	No	ACS	HR	do	-	-	1	537	-	STAT

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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Source	Authenticity Date	Preparing Component	Federal Reports	Manual Reports	Reports Cost	Computer Reports	Reports Cost
OF-139	Shedding of Inds. Settled by CAS	1	1	-	4	-	No	OF	OFI 55	AD	-	2500	-	-
OF-140	Bonding of Employees	2	2	-	Various	-	No	OF	HHB	Agency	-	100.00	-	STAT
OF-141	Integrated Settlement Sheet - F-948	2	1	2	1	1	No	OF	Continued	Field	-	50	288.00	STAT
OF-142	Non-Official Cover Report	9	1	1	4	1	No	OF	Continued	Continued	-	100	2300.00	-
OF-143	Newly Insured Employees	7	1	2	Specific	1	No	OF	-	OP	2	6	2580	-
OF-144	Bank (Int. Balance)	8	1	2	12	-	No	OF	-	Field	-	36	339.84	-
OF-145	Currency Purchases	8	1	2	12	1	No	OF	-	Field	-	96	904.24	-
OF-146	Fin. Mgmt. Imp. Rpt. (Fuder)	4	2	2	1	17	No	BOB	Bul. 20-13	OPPB	-	7	80.00	-
OF-147	Fin. Mgmt. Imp. Rpt. (Fuder)	4	2	2	1	17	No	BOB	do	SIPS	-	3	34.08	-
OF-148	Ev/Int. Targu. in Fin. Mgmt. Imp. (Fuder)	4	1	2	1	17	No	do	do	OTR	-	5	1882	-
OF-149	CIAIDS. Properties (Fuder)	5	1	2	1	7	No	OPPB	-	OP	-	-	-	-
OF-150	Fin. Stmt. - Bul. Sht. - State of Income	1	1	4	4	3	No	OF	-	PT	3	5688	45098.73	1145
OF-151	Admin. Plan	4	2	10-14	W/leg.	6-8	No	OPPB	HFE	Agency	-	1147	10537.63	STA
OF-152	Adm. Rpt. - Cost Contr. at Int.	9	3	3	Specific	3	No	OF	HR	HEW	-	8	160.00	-
OF-153	Base Contract Cognizance	7	1	1	4	-	No	OF	-	OL	-	20	80.00	-
OF-154	Liaison Team Rpt. on (Gen) Contracts	1	1	1	4	1	No	OF	-	?	-	40	240.00	-
OF-155	Cooperation Annual Rpts.	9	3	1	-	1	No	OF	-	Continued	-	-	-	-
OF-156	Overhead Submissions	9	1	1	-	1	No	OF	-	do	-	-	-	-
OF-157	Adm. Agreement - IRD, BIP, TE	9	3	1	-	-	No	OF	-	do	-	-	-	-
OF-158	Negotiated Overhead Rpts.	9	3	1	-	2	No	OF	-	do	-	-	-	-
OF-159	Program Status	8	1	-	12	48	No	OF	-	do	-	-	-	-
OF-160	Status of Allotments	8	1	-	12	48	No	-	-	do	-	-	-	-
OF-161	Obligation Status	8	1	-	12	48	No	-	-	do	-	-	-	-
OF-162	Exp. Oblig. Summary	8	1	-	12	48	No	-	-	do	-	-	-	-
OF-163	Property Issues	8	1	-	12	48	No	-	-	do	-	-	-	-
OF-164	Schedule of Encumbrances	8	1	-	12	48	No	-	-	do	-	-	-	-
OF-165	6 Month Oblig. Summary	8	1	-	2	48	No	-	-	do	-	-	-	-
OF-166	6 Month Property Issues	8	1	-	2	48	No	-	-	do	-	-	-	-
OF-167	Budget Exp. (CF Payroll Only)	8	1	-	12	48	No	-	-	do	-	-	-	-
OF-168	Involved Trans. (Payroll Only)	8	1	-	252	48	No	-	-	do	-	-	-	-
OF-169	Act. 1031 - Cash with Interest and Disbursing	8	1	-	12	3	No	-	-	do	-	-	-	-
OF-170	Act. 1481 - Adm. for Subsidy Proj.	8	1	-	12	14	No	-	-	do	-	-	-	-
OF-171	Act. 1422 - Adm. to Project (not Subsidy)	8	1	-	12	14	No	-	-	do	-	-	-	-
OF-172	Act. 1429 - Proj. (Adm. or Transit)	8	1	-	12	14	No	-	-	do	-	-	-	-
OF-173	Act. 1441 - Adm. to (Exp. Rev. (Payroll) Rpt.)	8	1	-	12	48	No	-	-	do	-	-	-	-

Office of Finance

Contract No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ANP Processing	Authenticity Source	Cite Number	Referencing Components	Index Reports	Manual Markings	Reported Cost	Computer Reports Markings	Reported Cost
OF-174	Oct. 1442-Adv. to Agency Pres. (Spec. Ops.)	8	1	-	12	48	Yes	OF	-	OCS	-	524.20	-	2880.00
OF-175	Oct. 1443-Adv. to Agency Pres. - Continuing	8	1	-	12	48	Yes	-	-	-	-	524.20	-	2880.00
OF-176	Oct. 1449-Adv. to Hon. Sec. - Continuing for Comp. Action	8	1	-	12	48	Yes	-	-	-	-	104.84	-	5760
OF-177	Oct. 1445 - Office Impact Funds	8	1	-	12	48	Yes	-	-	-	-	104.84	-	17280
OF-178	Oct. 1479 - Misc. Oper. Adv.	8	1	-	12	48	Yes	-	-	-	-	104.84	-	2880.00
OF-179	Oct. 1501 - Adv. to Stations - Unacknowledged	8	1	-	12	8	Yes	-	-	-	-	104.84	-	10800
OF-180	Oct. 1505 - Adv. to Stations - Trans. by Ship & Air Stat.	8	1	-	12	8	Yes	-	-	-	-	104.84	-	11520
OF-181	Oct. 1507 - Adv. to Stations - Trans. by Ship & Air Stat.	8	1	-	12	8	Yes	-	-	-	-	104.84	-	7200
OF-182	Oct. 1601 - Invest. in Proprietary Proj.	8	1	-	-	14	Yes	-	-	-	-	104.84	-	33984
OF-183	Oct. 1605 - Invest. in Proprietary Proj. - Subsidies	8	1	-	12	14	Yes	-	-	-	-	104.84	-	8640
OF-184	Oct. 1606 - Invest. in Proprietary Proj. - Subsidies	8	1	-	12	14	Yes	-	-	-	-	104.84	-	11520
OF-185	Oct. 1607 - Operational Loans	8	1	-	12	14	Yes	-	-	-	-	104.84	-	2880
OF-186	Oct. 1723 - Material Purchased for Ship Operations (No Rep.)	8	1	-	12	1	Yes	-	-	-	-	104.84	-	5760.00
OF-187	Oct. 1723 - Material Purchased for Ship Operations (No Rep.)	8	1	-	12	1	Yes	-	-	-	-	104.84	-	5760.00
OF-188	Oct. 1725 - Material Purchased - ET to Ops.	8	1	-	12	1	Yes	-	-	-	-	104.84	-	1584
OF-189	Oct. 1743 - Prop. in Use - IT Installation	8	1	-	12	1	Yes	-	-	-	-	104.84	-	21600
OF-190	Oct. 1750 - Transp. Prop. Purchased - ET Subsidies	8	1	-	12	1	Yes	-	-	-	-	104.84	-	1440
OF-191	Oct. 1853 - Transp. Prop. in Use - ET + IT	8	1	-	12	1	Yes	-	-	-	-	104.84	-	4320
OF-192	Oct. 1913 - Defensed Subsidies - Prop. Released	8	1	-	12	1	Yes	-	-	-	-	104.84	-	3168
OF-193	Oct. 2065 - Costs App. Pres. - Prop. Released	8	1	-	12	14	Yes	-	-	-	-	104.84	-	5184
OF-194	Oct. 2258 - Misc. Costs	8	1	-	12	48	Yes	-	-	-	-	104.84	-	4320
OF-195	Oct. 2249 - Prop. Purchased - Oper. Items	8	1	-	4	1	Yes	-	-	-	-	104.84	-	19200
OF-196	Oct. 2350 - Prop. Purchased - Operations - Subsidies	8	1	-	4	1	Yes	-	-	-	-	104.84	-	9600
OF-197	Oct. 2350 - Unexp. Subsidies & Grants	8	1	-	12	14	Yes	-	-	-	-	104.84	-	3456
OF-198	Oct. 2383 - Payments to be Made to F.R.S.	8	1	-	12	14	Yes	-	-	-	-	104.84	-	57600
OF-199	Oct. 2385 - Costs Unavailable - Index - Summary Rep.	8	1	-	12	48	Yes	-	-	-	-	104.84	-	14400
OF-200	Station Cost Record	8	1	2	12	2	Yes	-	-	-	446	2699.84	-	39000